



Job Title: Accountant

The Prince Edward Island BioAlliance is seeking a detail-oriented and proactive Accountant to join our team. The ideal candidate will have a strong foundation in accounting principles, excellent organizational skills, and the ability to manage multiple tasks efficiently.

Job Details:

- Permanent, Full time
- Monday to Friday, 37.5h per week
- Pay: \$55,000 - \$60,000 annually
- Paid time off (Vacation and Sick time)
- Health/Dental/Life Insurance
- Company Matched Pension

Responsibilities:

- Working with a team to ensure that the day-to-day accounting and financial reporting requirements are met
- Preparing and submitting claims for specific operations
- Reconciling of credit card and other accounts as required
- Processing biweekly payroll
- Handling benefit plan administration
- Posting to general journal and setting up recurring transactions
- Maintaining or aiding with internal worksheet calculations
- Working with team to process invoices and payments of Accounts Payable
- Issuing of sales invoices and applying receipts to open invoices
- Generating customer statements and overseeing customer collections
- Working with operational staff to ensure financial data is processed in a timely and accurate manner.
- Organizing and updating financial records as needed (digital and physical)
- Assisting in preparation of financial statements
- Assisting in year-end closing procedures
- Performing other duties as required.

Qualifications:

- Bachelor's Degree or Diploma in accounting or equivalent experience
- A positive attitude and quick learning skills
- Strong working knowledge of accounting processes and best practices

Skills and Knowledge:

- Excellent verbal and written communication skills
- Excellent analytical skills with an attention to detail
- Integrity, with an ability to handle confidential information
- Excellent organizational skills and ability to prioritize tasks effectively
- Strong knowledge and ability with Microsoft Office Suite
- Knowledge of Sage accounting considered an asset

How to Apply:

Please send your cover letter and resume to Gordon Dixon at gordon@peibioalliance.com with subject line "Accountant". Only those candidates selected for an interview will be contacted.